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Personnel

★FLYING TRAINING STUDENT INFORMATION MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-22, *Military Training*. It describes the roles and responsibilities pertaining to student management systems in use at undergraduate flying training (UFT) bases. It establishes the commander's responsibilities for information management systems and the application of aircraft utilization management techniques to efficiently use available resources to meet tasking. This instruction also prescribes the policy and procedures for submitting weekly, monthly, and quarterly operational status reports to this headquarters. It applies to pilot instructor training (PIT), joint specialized undergraduate pilot training (JSUPT), Euro-NATO joint jet pilot training (ENJJPT), and joint specialized undergraduate navigator training (JSUNT) squadrons and wings. This publication does not apply to Air National Guard and Air Force Reserve Command (AFRC) units.

Each wing may supplement this instruction. Send a copy of supplements about training information management to the HQ AETC Training Support Division (HQ AETC/DOZ). Send a copy of supplements about aircraft utilization management to 19 AF/DO. The 80th Flying Training Wing will comply with this instruction; however, ENJJPT Plan of Operation, Memorandum of Understanding, and Steering Committee Guidance take precedence. When conflicts exist between this instruction and contractual requirements, contractual requirements take precedence. Waiver authority for this instruction rests with HQ AETC/DO. (**NOTE:** The reporting requirement in paragraphs 7, 8, 9, 10, and 11 are exempt from licensing in accordance with paragraph 2.11.12 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collection*.)

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. Systems of Records notices for TMS and TRIM are pending approval. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, volume 4).

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

Section A—Management of UFT Information Systems

1. Flying Training Student Accounting. This system provides the method of maintaining information required on each student enrolled in a flying training course. This information is used to monitor and evaluate mission accomplishment, training trends, and budget requirements. The operations group commander or operational unit is the focal point for all matters pertaining to the flying training student accounting system. Responsibilities are as follows:

1.1. Maintain student accounting files.

1.2. Audit the wing's Fiscal Year Class Summary Report, PCN: UE038A023.

2. Navigator Accounting and Validating Time Related Instruction Management (NAVTRIM). This system provides the method of maintaining information required on each student enrolled in the various navigator-training courses to monitor and evaluate mission accomplishment, training trends, and budget requirements. This system provides student status and performance accounting, flight and simulator trend analysis, and student suggestions for improvement.

2.1. Student Management System Flight Operations (HQ AETC/DOZ) responsibilities are as follows:

2.1.1. Maintains staff surveillance of the system.

2.1.2. Designs and prepares specifications for system modifications.

2.1.3. Develops and maintains computer programs for the system.

2.1.4. Provides technical assistance in accordance with AFI 33-102, *Command, Control, Communications, Computers, and Intelligence (C4I) Capabilities Planning Process*.

2.1.5. Develops and maintains a data base plan for Time Related Instruction Management (TRIM).

2.2. Operations group commander (OG/CC) responsibilities are as follows:

2.2.1. Identifies and controls the frequency and distribution of computer products.

2.2.2. Maintains close coordination with the TRIM office to ensure proper scheduling of computer runs, adequacy of input data, and timely distribution of products.

2.2.3. Maintains a stock of prescribed forms required by the system.

2.2.4. Notifies HQ AETC/DOZ of system deficiencies.

3. Pilot and Navigator Training Student Accounting. This system provides automated support to US Air Force pilot and navigator training activities to maintain information required on each student

enrolled in the various flying training courses for monitoring and evaluating mission accomplishment, training trends, and budget requirements. Responsibilities are as follows:

3.1. HQ AETC/DOZ:

3.1.1. Is the functional manager for use of the pilot and navigator student management systems.

3.1.2. Implements HQ AETC/DO syllabus changes into TRIM.

3.1.3. Is the primary point of contact for wing flying training student management system administrators and system managers to resolve syllabus questions.

3.1.4. Maintains staff surveillance of syllabus and related files.

3.1.5. Ensures overall functional sufficiency of student management systems support to flying training wing operations.

3.1.6. Is the final authority on proposed modifications to the student management systems. Designs and prepares specifications for system modifications.

3.1.7. Tests and certifies new or modified flying training software prior to release and implementation for TRIM.

3.1.8. Distributes TRIM training calendars and program flying training (PFT) files to the wings.

3.1.9. Is the primary point of contact for system managers and system administrators to resolve equipment and software problems.

3.2. JSUPT/PIT Wing:

3.2.1. The wing OG/CC manages the use of T-1 Training Management System (TMS) and TRIM, and will designate a TRIM system manager and TMS system administrator if not provided for by contract. (**NOTE:** The TRIM system manager must receive two days of training from the HQ AETC TRIM system manager before or directly after assuming these duties. The TMS system administrator must receive appropriate training from Boeing Aerospace Operations, Inc. or equivalent before or directly after assuming these duties.)

3.2.2. The system manager or system administrator:

3.2.2.1. Ensures the adequacy and effectiveness of student management system processes and products.

3.2.2.2. Serves as point of contact with HQ AETC/DOZ for processing changes to the student management systems.

3.2.2.3. Schedules TRIM Flying Training Status Report, AETC-DOR(W)7101, and Flying Training Student History Report, AETC-XOP(AR)7601, to be processed and ensures they are received by HQ AETC/DOZ.

3.2.2.4. Serves as liaison between flying squadrons and HQ AETC/DOZ concerning student management system matters.

3.2.2.5. Ensures the scheduling and accuracy of recurring reports.

3.2.2.6. Ensures accurate and timely processing of student training status changes.

3.2.2.7. Serves as point of contact for all inquiry requests.

3.2.2.8. Ensures required corrections are made to student training records on the system computer assisted instruction (CAI).

3.2.2.9. Provides a training program for all squadron TRIM managers. Provides assistance as required to all TRIM managers and users.

3.2.2.10. Provides continuation training for all TMS users.

3.2.2.11. Monitors loading of all TRIM files supplied by HQ AETC, including the PFT, calendar files, syllabus files, maneuver item, and maneuver grade files.

3.2.2.12. Ensures that monthly products received from HQ AETC/DOZ are audited and discrepancies are reported to HQ AETC/DOZ immediately. These products (by base) are the class file list, class status report, course status report, and fiscal year class summary, part A.

3.2.2.13. Maintains overall responsibility for OG dedicated equipment. Delegates responsibility for CAI and squadron equipment to the appropriate equipment custodian.

3.2.2.14. Maintains overall responsibility for remote TRIM printing equipment, to include all user maintenance such as loading paper, emptying output trays, and changing toner cartridges. Acts as the central point of contact for all maintenance issues as described in the maintenance contract.

3.2.2.15. Serves as librarian for all computer-based training lessons on CD-ROM including T-37 and T-38 ground training.

3.2.2.16. Schedules and monitors TRIM CAI equipment usage.

3.2.2.17. Provides guidance to the TRIM CAI proctors on managing the student's CAI records.

3.2.2.18. Performs other duties to maintain a high level of operation of all aspects of the student management systems.

3.2.3. The T-1 Training System Support Center (TSSC):

3.2.3.1. Schedules and monitors TMS CAI equipment usage.

3.2.3.2. Provides training to all TMS CAI users.

3.2.3.3. Randomly monitors TMS CAI testing.

3.2.3.4. Generates, reviews, and distributes TMS CAI test analysis.

3.2.4. Flying Squadrons - Student management system operations:

3.2.4.1. Flying squadrons will use HQ AETC designated student management systems for flying training student accounting. Squadron responsibilities are as follows:

3.2.4.1.1. The squadron operations officer manages the squadron's use of flying training student accounting systems. He or she:

3.2.4.1.1.1. Ensures optical mark reader (OMR) forms are processed in a timely manner so accurate student training records can be maintained by TRIM.

3.2.4.1.1.2. Ensures printed reports are distributed within the squadron.

3.2.4.1.1.3. Ensures the daily aircraft flying schedule and simulator schedule for pilot flying training is entered or generated and maintained in the student management system. The minimal level of use is the entry of aircrew and lesson data when the aircrew signs out the sortie (aircraft or simulator).

3.2.4.1.1.4. Designates a squadron student accounting system manager/administrator.

3.2.4.1.2. The squadron student accounting system manager/administrator:

3.2.4.1.2.1. Ensures all squadron student accounting system users are properly trained in the use of the system and its associated equipment.

3.2.4.1.2.2. Maintains overall responsibility to the system manager/administrator for student management system equipment located within the squadron.

3.2.4.1.2.3. Ensures problems and requests are forwarded to the student management system manager/administrator in a timely manner.

3.2.4.1.2.4. Ensures CAI critiques are given to students at the appropriate time, collected and reviewed by course primes, and forwarded to HQ AETC/DOZ, Randolph AFB TX.

3.2.4.1.3. The squadron operations resource manager (AFSC IC0X2):

3.2.4.1.3.1. Monitors sign-out and sign-in of aircrews on the student management system.

3.2.4.1.3.2. Ensures changes to the pilot flying schedule and aircraft availability are entered into the student management system daily squadron schedule.

3.2.4.1.3.3. Executes the "send TSSC updates" and "load mail DB update" commands for TMS on a daily basis in order to update the TSSC at Randolph AFB.

3.2.4.1.4. The squadron scheduler:

- 3.2.4.1.4.1. Creates and inputs the squadron pilot flying schedule into the student management system.
- 3.2.4.1.4.2. Inputs, tailors, and stores on the student management system the advance weekly pilot flying schedule for aircraft and instrument flight simulators (IFS).
- 3.2.4.1.4.3. Reviews the daily squadron pilot flying schedule and makes required changes to provide an up-to-date schedule for the flight schedulers.
- 3.2.4.1.5. The flight scheduler:
 - 3.2.4.1.5.1. Builds the daily pilot flying schedule for the flight commander and inputs it into the student management system to effectively use available resources.
 - 3.2.4.1.5.2. Reviews the squadron advance weekly pilot-flying schedule and coordinates necessary changes with the squadron scheduler.
 - 3.2.4.1.5.3. Uses the flight portion of the squadron pilot-flying schedule and under the direction of the flight commander, assigns students and instructor pilots (IP) to available takeoff times and simulator times.
 - 3.2.4.1.5.4. Is responsible for all student management system equipment located within the flight.
 - 3.2.4.1.5.5. Coordinates all special or unusual student management system processing requirements with the squadron system manager/administrator.

Section B--Aircraft Utilization Management

4. Flying Training Program. The 19 AF/DO is responsible for executing the flying training program developed by HQ AETC/DOR to meet tasking as directed by the HQ USAF program guidance letter (PGL). Funded flying hours and aircraft resources are provided by the Air Force through the Air Force program allocation (PA) document. HQ AETC/DORA develops an AETC PA document to distribute the funded flying hours and aircraft to each wing.

5. Execution Plan. Each wing is responsible for implementing the allocated flying hour program. Each wing will develop an execution plan to reflect the planned monthly aircraft utilization rate and sortie execution profile required to carry out the assigned tasking. Wings should develop their execution plan in coordination with maintenance planners in accordance with the AETCI 21-104, *Aircraft Planning and Scheduling*, and AETCI 21-101, volume 2, *Maintenance Management of Aerospace Equipment* (projected to become AETCI 21-101). Wings will report flying hour planning and execution in accordance with AETCI 21-104.

Section C--Reports

6. Operations Reports. The command's senior leadership uses the operations reports to measure each unit's effectiveness in managing the flying training program. (See paragraphs 7 - 11 for specific reports.)

7. Weekly Operations Status Report. Wing flight programming offices will e-mail 19 AF/CC weekly standup slides every Tuesday to arrive at the appropriate 19 AF/DO office by 1000(L) central time (UFT

to DOU, airlift and mobility to DOM, fighter to DOK, special operations to DOS). The 19 AF will send programming offices the weekly standup presentation slide template, showing all required data via e-mail. When actual sorties or hours are less than programmed for the week, month to date, or year to date, the programming office will provide explanations in the slide notes. If e-mail is not available, send updated slides and notes via fax.

8. Indoctrination Flyers Report. The host operations system management office maintaining flight records custodian responsibility for indoctrination flyers will report the flyer's name, date of each mission, and number of sorties flown by mission for the previous month to 19 AF/DOO by the 10th of each month. Negative reports are required.

9. Key Operations Personnel Data. Each wing will send a memorandum to each person through 19 AF/LG with the grade, last name, first name, middle initial, go-by name, office symbol, and duty telephone of personnel assigned to the positions listed in paragraphs 9.1 through 9.17. The effective date of information is the first day of each quarter. The memorandum must arrive at 19AF/LG by the 10th of March, June, September, and December.

9.1. Wing commander.

9.2. Vice wing commander.

9.3. Wing safety officer.

9.4. Operations group commander.

9.5. Deputy operations group commander.

9.6. Logistics group commander.

9.7. Support group commander.

9.8. Flying squadron commanders.

9.9. Operations support squadron commander.

9.10. Wing judge advocate.

9.11. Chief of operations group stan/eval.

9.12. Training squadron commanders.

9.13. Transportation squadron commander.

9.14. Security police squadron commander.

9.15. Maintenance squadron commander.

9.16. Contracting squadron commander.

9.17. Wing scheduling flight commander.

10. Wing Flying Report. Each wing will submit wing and operations group commander flying time and sorties for the previous 30, 60, and 90 days. The report will break out primary and other aircraft as shown in figure 1. 19AF/DOO must receive this data by the 10th of the month.

Figure 1. Sample Wing Flying Report.

WG CC/OG CC Sep 96 - Nov 96 (As of: 30 Nov)						
GRADE/NAME	POSITION	PRIM	PRIM	STUD	OTHER	TOT
		ACFT	SORT	SORT	SORT	SORT
			30/60/90	30/60/90	30/60/90	30/60/90
COL	12 FW/CC	IP T-38	06/17/23	00/00/02	02/06/09	08/23/32
COL	12 FW/OG	IP T-37	08/14/16	00/00/00	03/05/06	11/19/22

11. Orientation Flight Report. Each wing will submit an orientation flight report by message, mail, fax, or e-mail to HQ 19AF/DOO by the 7th calendar day of January, April, July, and October for the previous quarter.

11.1. Include information on all categories of orientation fliers listed in AFI 11-401/AETC Sup 1, *Flight Management*, table 1.3.

11.2. Group the flights by type (distinguished visitor, familiarization, incentive, and spouse) and provide the following information: name, grade, and (or) title of flight recipient; organization; aircraft flown, and sortie duration.

Section D--SUPT and PIT Forms

12. Forms for Use in SUPT, PIT, and JSUNT courses:

12.1. AETC Form 14, Computer Assisted Instruction (CAI) Critique. This form is a primary method of obtaining feedback about courseware effectiveness. Students will complete this form after the end-of-course examination for courses that have CAI lessons or as directed by HQ AETC/DOZ. The form will be available at all times in the CAI laboratory and will also be available through the AETC Electronic Pubs and Forms Library at <http://www.aetc.randolph.af.mil/im>.

12.2. AETC Form 1603, Record of Training. This form is used to record student responses and scores for academic examination. Fill out all parts by completely filling in the bubbles and comply with the following:

12.2.1. Students annotate the lesson ID given in the SUPT syllabus. This is a two-letter unit identifier followed by a four-digit number that ends in 90.

12.2.2. Instructors set up the answer key for the examination by annotating the lesson identifier given in the syllabus in the same manner as above except the last digit of the identifier will correspond to the test version used.

12.2.3. In the Number of Questions block, the instructor annotates the total number of examination questions on the form and the answer key.

12.2.4. In the Number Correct block, the instructor enters the number of correct responses before processing the form through the optical mark reader (OMR).

12.3. AETC Form 1605, Student Registration. This form is used to register new students into TRIM, and the student will complete it during their in-processing briefing at their assigned flying training squadron. The TRIM system manager will instruct the students on how to complete the form and what information is required.

12.4. AETC Form 1606, Batch Header and AETC Form 1607, Batch Trailer. These forms are used during batch processing of all academic forms (AETC Form 1603) through the OMR. To batch process the AETC Forms 1603, place an AETC Form 1606 on the top of the stack and an AETC Form 1607 on the bottom of the stack. Place the stack of forms onto the OMR input tray and press the start button.

13. Forms Prescribed. AETC Forms 14, 1603, 1605, 1606, and 1607.

WILLIAM WELSER III, Major General, USAF
Director of Operations

1 Attachment

Glossary of References and Supporting Information

*Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION******References***

AFPD 36-22, *Military Training*

AFI 33-102, *Command, Control, Communications, Computers, and Intelligence (C4I) Capabilities Planning Process*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collection*

AFI 11-401/AETC Sup 1, *Flight Management*

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, volume 4)

AETCI 21-101, volume 2, *Maintenance Management of Aerospace Equipment* (projected to become AETCI 21-101)

AETCI 21-104, *Aircraft Planning and Scheduling*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

CAI—computer assisted instruction

ENJJPT—Euro-NATO joint jet pilot training

IFS—instrument flight simulators

IP—instructor pilots

JSUPT—joint specialized undergraduate pilot training

JSUNT—joint specialized undergraduate navigator training

NAVTRIM—navigator accounting and validating time related instruction management

OMR—optical mark reader

PA—program allocation

PFT—program flying training

PGL—program guidance letter

PIT—pilot instructor training

TMS—Training Management System

TRIM—Time Related Instruction Management

UFT—undergraduate flying training